

Minutes of the virtual meeting held at 7pm on Tuesday 19th January 2021.

The Chairman opened the meeting at 7.00 pm.

Following the Government's coronavirus guidelines on meetings, the January meeting of Bishopthorpe Parish Council was conducted by virtual media over Zoom. Members of the public are welcome to join the meeting with the joining details displayed on the published agenda, details of which are displayed on the Parish Council notice board.

Mary Mather, of Canons Court, attended the meeting out of general interest.

(The Chairman asked the Councillors to raise their hand if they wished to comment or raise a question and stated that voting on Agenda items would be conducted by a show of hands.)

Council Members Present:

Cllr. Harrison (Chairman), Cllr. Mrs Green, Cllr. Mrs Gajewicz, Cllr. Grabowski, Cllr. Jemison, Cllr. George, Cllr. Mrs Conley, Cllr. Mrs Thornton and Cllr Nicholls

21/1 1 **Recording the Meeting**

The right to record, film and to broadcast meetings of Bishopthorpe Parish Council, its committees, sub committees and any joint committees is established under the Openness of Local Government Regulations 2014. Bishopthorpe Parish Council is committed to being open and transparent in the way it conducts its decision making and therefore such recording is permitted under the lawful direction of Bishopthorpe Parish Council. Full rules for recording are available from the Clerk and those people recording any meeting will be deemed to have accepted them whether they have read them or not.

All recording must be undertaken in an obvious way and the wishes of any members of the public who do not want to be recorded must be respected. All persons recording the meeting are reminded that the 'Public Participation' period at the beginning of the meeting is not part of the formal meeting.

21/2 2 **Apologies for absence.** None

21/3 3 **Declarations of Interest**

At this point Councillors are asked to declare any prejudicial interests they may have in the business on this agenda. *No declarations of interests were declared.*

21/4 4 **Minutes of Meeting 24th November 2020**

Acceptance of the minutes was proposed by Cllr. Mrs Green and seconded by Cllr. Mrs Conley.

Carried unanimously by all who attended the meeting. The minutes will be signed by the Chairman at the next physical meeting.

21/5 5 **Consideration of Planning Matters and recommendations of the Planning Group**

5.1 Notice of Applications received

5.1.1 **2 Myrtle Avenue.** Two storey side extension and single storey rear extension. 20/02211/FUL. **No Objection**

5.1.2 **Ramsey House, Chantry Lane.** Prune one Yew, one Beech and one Tulip tree in Conservation Area. 20/02303/Tree Conservation Area. **No Objection**

- 5.1.3 **The Cottage, Chantry Lane.** Fell Blue Cedar tree in Tree Conservation Area. 20/02340/Tree Conservation Area. **No Objection**
- 5.1.4 **25 Beech Avenue.** Dormer to rear; rooflights to front and alternations to existing fenestration. 20/02361/FUL. **Objection**
- 5.1.5 **Moor Farm, Moor Lane.** Erection of storage containers (retrospective). 20/01401/FUL. **Objection**
- 5.1.6 **68 Beech Avenue.** Dormer to front. 20/02439/FUL. **No Objection**
- 4.5.2 Notice of decisions given (*Parish Council decisions are highlighted in red*)
- 5.2.1 **The Lilacs, 19 Lang Road.** Single storey rear extension and relocation of gate pillars following demolition of conservatory. 20/01770/FUL. **(No Objection)**. Approved
- 5.2.2 **46 Acaster Lane.** Erection of one dwelling attached to existing house (resubmission). 20/01205/FUL. **(Objection)**. Refused
- 5.2.3 **1 Ferry Lane.** Crown reduce Horse Chestnut tree by 20%; crown clean one Lime tree, remove lower branches from one Lime tree – protected by Tree Preservation Order number 7/1980. 20/02023/Tree Preservation Order. **(No Objection)** Approved.
- 5.2.4 **9 Newlands Road.** Crown reduce Oak Tree by 20% and thin by 15%; crown reduce Ash Tree by 30% protected by Tree Preservation Order Number 7/1991. 20/02192/Tree Preservation Order. **(No Objection)**. Approved.
- 5.2.5 **Ramsey House, Chantry Lane.** Prune one Yew, one Beech and one Tulip tree in Conservation Area. 20/02303/Tree Conservation Area **(No Objection)** Approved
- 5.2.6 **The Cottage, Chantry Lane.** Fell Blue Cedar tree in Tree Conservation Area. 20/02340/Tree Conservation Area **(No Objection)** Approved
- 5.2.7 **26 The Coppice.** Siting of greenhouse and summerhouse and play equipment to front. 20/00925/FUL. **(Objection)** Approved
- 5.2.8 **Brew House, Bishopthorpe Road.** Various internal alterations including new window opening and formation of archway in car park wall. 20/00091/LBC. **(No Objection)** Withdrawn
- 5.2.9 **Brew House, Bishopthorpe Road.** Change of use from residential and storage to office (use class B1), formation of window opening and new archway in car park wall. 20/00090/FUL. **(No Objection)** Withdrawn
- 5.2.10 **Pickersgill Consultancy & Planning, Garth Mews, Sim Balk Lane.** Change of use from E (office) to C3 (dwelling house), including single storey front and rear extensions and erection of detached garage. 20/02150/LBC. **(No Objection)** Refused
- 5.3 Large Householder Extension Notifications
- 5.3.1 None

5.4 Other Planning Matters

- 5.4.1 Cllr. George commented that following his attendance at the event ‘*Thinking of York from the Villages*’ (a short socially-distanced walk conducted around Bishopthorpe on the 25th October as part of York Design Week) it was concluded that Bishopthorpe does not have scope for a new housing development as it is surrounded on all sides by Green Belt land.

21/6

6 **Services**6.1 Village Hall Management Committee

- 6.1.1 *Management Committee Report* – Cllr. Grabowski confirmed that the Village Hall has been closed again to comply with measures introduced under the third country-wide lockdown to control the coronavirus infection. Cllr. Grabowski praised the work undertaken by Cllr Mrs Thornton who liaised with the Caretaker over the Christmas period when the new measures were being introduced.

Cllr. Grabowski confirmed that the car park was closed to the public for a continuous period from 5th December to the 7th December 2020, to ensure that it remains private property.

- 6.1.2 *Caretaker’s Contract* – Cllr. Grabowski believes that the Caretaker signed a contract in March 2020 and will contact her to ensure a copy is forwarded to the Clerk for the records. **Action Cllr Grabowski.**

- 6.1.3 *Request to use Village Hall car park for band practice* – Jane Parkin contacted Cllr. Harrison to request the use of the Village Hall car park for band practice, as gatherings in private gardens were not allowed when York moved in to a higher tier of coronavirus measures in early December 2020. However, matters since then have moved on as the whole country moved into a third national lockdown and the rules for outside gatherings changed again.

It was agreed that when the current lockdown ends, and if the tier York is moved in to prohibits gatherings in private gardens, band practice will be allowed in the Village Hall car park provided it is conducted safely and does not attract a crowd.

- 6.1.4 *Allied Westminster – Temporarily Unoccupied Premises Condition – addition to insurance clauses re lockdown.* It is necessary for the Caretaker to keep a written log of the dates the hall is inspected (at least weekly) for insurance purposes. Cllr Mrs Thornton offered to contact the Caretaker to ensure records are being kept. **Action Cllr Mrs Thornton**

- 6.1.5 *Advance Fire Services – Recommendation following inspection (£303.84 inc. VAT)* – Following the annual inspection of fire equipment at the Village Hall by Advance Fire Services undertaken on the 18th December 2020, the following changes were recommended:

- Replacement of two fire alarm batteries
- Replacement of one LED exit box emergency light
- One new six litre foam AFFF fire extinguisher and
- One new photoluminescent fire extinguisher identification sign

To ensure that Bishopthorpe Parish Council is fully compliant it was agreed that all the recommendations will be authorised at a cost of £303.84. **Action Clerk.**

6.2 Sports and Leisure Management Committee

- 6.2.1 *Management Committee Report* – Cllr Nicholls reported that only Playgroup use the Sports Pavilion, as allowed under the current lockdown restrictions.

The security light continues to give problems - turning on at random times of the day. Cllr Nicholls will contact a local electrician to reset the timer. **Action Cllr. Nicolls**

6.3 Finance Committee

- 6.3.1 *Committee Report* – Cllr. Harrison reported that the Double Taxation payment has been received from the City Council and the Clerk was thanked for submitting the claim.

- 6.3.2 *Internal Auditor vacancy* – The vacancy is advertised on the notice board, in Link magazine and on the Parish Council’s Facebook page.

- 6.3.3 *Email from the City Council: Play and exercise area improvement opportunity* – Cllr. Harrison explained that there are grants of up to £10,000 available from the City Council for refurbishment work in play areas. This offer may be explored if the Parish Council seek to change some of the cushion-fall surfaces in the Keble Park Play Area.

- 6.3.4 *2021 – 22 Precept* – Cllr. Harrison reminded the Councillors that due to the pandemic the Parish Council’s income has fallen. However, during this financial year, the Parish Council were the recipient of a coronavirus grant from the City Council, who also refunded commercial rates for the Village Hall, Vernon House and the Sports Pavilion. These sources of income will not be available in the coming year and careful financial control must continue until the pandemic has abated.

Cllr. Harrison proposed that the precept should be held at the current rate of £35,000. This was seconded by Cllr. Mrs Green and agreed unanimously.

6.4 Field 84, Riverside and Footpaths Working Party

- 6.4.1 *Update* – Cllr. Harrison reminded the Parish Council that in January 2020 the following item was noted in the minutes:

“Public Footpath Acaster Malbis 9 & Public Footpath Bishopthorpe 3 Modification Order 2019. Email from City Council – On behalf of the Parish Council, Cllr. Harrison contacted the City Council to lodge an objection to the section of the path from Chantry Lane to Ferry Lane: on the grounds that it is consecrated land. A letter of objection, along with all relevant documentation of support presented by the Parish Council over 20 years ago, has been forwarded to the Secretary of State”

Cllr. Harrison is still pressing City of York Council to submit the objection to the Secretary of State regarding this issue on behalf of Bishopthorpe Parish Council. This will be chased again with City of York Council.

Action Cllr. Harrison

- 6.4.2 *Land Title Transfer to Mr Loftus, Ferry Cottage* – Mr Loftus has offered to purchase a small area of land from the Parish Council to complete his garden. The Parish Council agreed to the sale, on condition that Mr Loftus also pays all legal fees, (in lieu of the payment of £1,900 agreed for a new fence between Ferry

Lane Cottage and Bishopthorpe Orchard) and matters have been passed to Burn and Co Solicitors to progress the transaction.

At this point in the meeting the Parish Council entered in to Part Two to discuss a financial matter.

6.5 Youth Support and Children's Recreation

6.5.1 *Monthly park inspection update* – Cllr. Grabowski reported issues with a new wooden separating partition. Cllr. Jemison offered to contact Mike Dale of Crombledale Construction to investigate the problem. **Action Cllr Jemison**

Cllr Nicholls commented that there is little equipment for use by children under the age of five. This may be a consideration for investment in the park going forward.

Cllr. George will take the inspection kit for the month going forward.

6.6 Allotments

6.6.1 *Monthly report* – Cllr. George reported that there are twenty people on the waiting list.

The police were recently invited to inspect security at both allotment sites and following their visit suggested that plot holders may benefit from having their equipment invisibly marked so that in the event it is stolen, it will be easier to identify. Cllr. Mrs Green suggested that this activity could be incorporated in to the Grand Recycling Day event to be held on the 22nd May 2021. Cllr. Harrison suggested that it may be better undertaken at the allotment sites where the equipment is stored. A final decision will be made between Cllr. Mrs Green and Cllr. George.

6.7 Senior Citizens Support, Vernon House and Accessibility Issues

6.7.1 *Monthly Report* – Cllr. Mrs Green reported that the annual fire inspection (by Advance Fire Services in December 2020) prompted a check on how many extinguishers need to be legally held in the building. Currently there are four in total which seems high. Cllr. Mrs Green offered to contact John Verity, Fire Safety Advisor to investigate. **Action Cllr Mrs Green.**

6.8 Web Page Management

6.8.1 *Monthly update* – The page is up to date.

6.9 Bishopthorpe Library

6.9.1 *Monthly update* – As the country is placed under the third lockdown, all libraries must temporarily close. Acomb and Tang Hall Libraries will offer a *Click and Collect* service from Monday to Friday between the hours of 10am to 3pm and Saturday 10am to 1pm. Computer access will be available at York, Acomb and Tang Hall Libraries at the same times. There will also be a *Click and Deliver* service offered to people who can't leave the house.

The library cafes will be closed, apart from Rowntree Park - where people can get takeaways seven days a week from 9am to 4pm.

A digital service will be available offering; e-books, e-audiobooks, Press Reader, access to 'Ancestry' and 'Find my Past' and events. The website for all this is: <https://explore.york.org.uk/explore-during-lockdown/>

6.10 Environmental and Sustainability6.10.1 *Monthly Report* – Cllr. Mrs Conley reported the following itemsEnvironmental News January 2021

The Environment Centre at St Nick's remains closed, but the nature reserve is still currently open subject to coronavirus restrictions. (Their recycling work continues).

In the first month of lockdown the volume of residential recycling increased by over 50% as many local people cleared out old paperwork and recycled it. Charity shops (if open) have been swamped by donations and residents are asked to store items themselves until they can be donated at a later date.

There are many ideas for green alternatives that people might be able to use to benefit the environment in the new year. Simple changes could include:

- using beeswax wraps instead of cling film
- buying mesh fruit and veg bags so you can buy loose produce at the supermarket and keep them tidy in your shopping bag
- buying a reusable water bottle or takeaway mug
- getting a rechargeable battery charger
- using a reusable face covering; and reusable cotton pads/face cloths for make-up removal.

6.10.2 *York Flood Alleviation Scheme December updated newsletter and update (emailed 12/12* – The Parish Council was notified that the Environment Agency aim to begin flood prevention work on Chantry Lane during the week commencing 25th January, weather permitting.6.10.3 *Grand Recycling Day* – Cllr. Mrs Green reported that the Grand Recycling Day is provisionally in the diary for Saturday 22nd May at the Village Hall, coronavirus restrictions permitting.6.11 Community Emergency Planning6.11.1 *Monthly update* – Nothing to report.6.12 Bishopthorpe Orchard6.12.1 *Committee Update* – Nothing to report.

21/7

7

Financial Transactions7.1 Payments to approve7.1.1 **Cheque / Direct Debit payments****Amounts paid DECEMBER 2020**

| | |
|--|--------|
| Monthly direct debit to E-On Sports Pavilion Electricity (paid 31/12/20) | 80.69 |
| Monthly direct debit to E-On Village Hall Electricity (paid 31/12/20) | 199.00 |
| Monthly direct debit to E-On Village Hall Gas (paid 31/12/20) | 159.00 |
| The Renewable Energy Co. Vernon House Electricity (paid 24/12/20) | 50.24 |

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| Total Amount paid | £488.93 |
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Amounts paid JANUARY 2021

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|--|--------|
| Savills Glebe sports field rent | 225.00 |
| Savills Ransom strip – allotments, Appleton Road | 1.00 |
| Monthly direct debit to E-On Sports Pavilion Electricity (due month end) | 265.00 |
| Monthly direct debit to E-On Village Hall Electricity (due month end) | 115.42 |
| Monthly direct debit to E-On Village Hall Gas (due month end) | 159.00 |
| The Renewable Energy Co. Vernon House Electricity (paid 24/1/21) | 52.02 |

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| Total Amount paid | £817.44 |
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7.1.2 **On-Line Banking payments**

Amounts paid DECEMBER 2020

| | |
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| Clerk's Salary | 700.00 |
| Clerk's Expenses- (<i>£0.00</i>) | 0.00 |
| Village Hall Facilities Manager | 437.50 |
| Village Hall Facilities Manager expenses | 0.00 |
| C Julie Bradley - Vernon House Caretaker | 250.00 |
| C Julie Bradley - Vernon House Caretaker expenses | 0.00 |
| Carol Henk – Sports Pavilion cleaning | 120.00 |
| Carol Henk – Sports Pavilion cleaning expenses | 0.00 |
| Donation to Community First Credit Union Ltd – Main Street Xmas lights | 100.00 |
| York Christmas Trees – Sensory Garden 19ft Xmas Tree | 264.00 |
| YLCA – Risk Assessment course – Cllr. Mrs Green | 10.00 |
| YLCA – Planning System webinar – Cllr. Jemison | 22.50 |
| Business Stream – Sports Pavilion | 141.60 |
| Ian Keeton – hosting costs for Bish.net site | 82.36 |
| Andrew Powell – Sensory Garden gate locking / unlocking | 66.00 |

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| On-line payment total | 2,193.96 |
| Payment Total | £2,682.89 |

Amounts paid JANUARY 2021

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|---|--------|
| Clerk's Salary | 700.00 |
| Clerk's Expenses- (<i>£24.72 Stamp books, 2 x Second class & 1 x first class</i>) | 24.72 |
| Village Hall Facilities Manager | 437.50 |
| Village Hall Facilities Manager expenses | 0.00 |
| C Julie Bradley - Vernon House Caretaker | 250.00 |
| C Julie Bradley - Vernon House Caretaker expenses | 0.00 |
| Carol Henk – Sports Pavilion cleaning | 120.00 |
| Carol Henk – Sports Pavilion cleaning expenses | 0.00 |
| AOL Quarterly fee plus phone charges for quarter | 60.42 |
| Crombledale Contracting – repairs to fence around Play Area | 425.00 |
| Advance Fire Services – Bi annual test of Vernon House | 146.88 |

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| Advance Fire Services – Bi annual test of Village Hall | 94.50 |
| City of York Council - Vernon House Insurance premium – annual | 170.19 |
| City of York Council – Commercial waste- Village Hall | 60.56 |
| City of York Council - Commercial waste – Sports Pavilion | 55.75 |
| Andy Powell – Sensory Garden gate daily opening & closing | 105.00 |
| Playdale – Various repairs and renewals re annual inspection | 3,845.39 |

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| On-line payment total | 6,495.91 |
| Payment Total | £7,313.35 |

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|--------------------|------------------|
| Grand Total | £9,996.24 |
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| 7.2 | Income Receipts | |
| | City of York Council Double Taxation refund | 8,098.01 |
| | Income Total | £8,098.01 |

Approval of financial transactions proposed by Cllr Mrs Thornton and seconded by Cllr. Mrs Conley. Carried Unanimously.

- 21/8 8 **School Governors**
- 8.1 *Infants School* – The Infant School is temporarily closed due to the coronavirus pandemic. The children of key workers are allowed in for lessons.
- 8.2 *Junior School* – The Junior School is temporarily closed due to the coronavirus pandemic but the children of key workers are allowed in for lessons. Cllr. Mrs Green reported that Jonathan Green has begun a phased retirement, working three days a week with the Deputy Head, Sally Sutton, taking over as Acting Head for the other two days.
- 21/9 9 **Parish Council Young Person of the Year Award and Community Spirit Award**
- 9.1 *Committee Report* – It was agreed that the Young Person of the Year award should go ahead in the summer as planned. It was mooted that the title of the award may be changed but this will be discussed fully in the February Parish Council meeting.
- The Community Spirit Award will be made in December 2021.
- 21/10 10 **Pinfold**
- 10.1 *Committee Report* – Nothing to report.
- 21/11 11 **Sensory Garden**
- 11.1 *Committee Report* – Nothing to report.
- 11.2 *Mosaic repairs* – The repairs are on hold until the coronavirus pandemic has abated.
- 21/12 12 **Police Liaison**
- 12.1 *North Yorkshire Police Force* – Nothing to report.
- 21/13 13 **Local Council Association**
- 13.1 *Yorkshire Local Councils Association* – Nothing to report.
- 13.2 *Covid 19 updates* – Noted.
- 13.3 *Yorkshire Local Councils Association Branch Meeting – Thursday 11th February, 6.45pm -*

Cllr. Harrison confirmed he will attend the next virtual meeting on the 11th February 2021.

13.4 *White Rose Updates* – Noted.

13.5 *Remote Training Programme - January and February 2021 – emailed 10/12* – Noted.

13.6 *Climate and Ecological Emergency Bill* – Noted.

13.7 *Appointment of replacement Parish Representative to the City of York Council Standards Committee* – Noted.

21/14 14 **Highway Matters**

14.1 *Email from City Council: Copmanthorpe Lane loading bay request* – Cllr. Harrison contacted the City Council to discuss this request. No further updates have been forthcoming.

21/15 15 **Correspondence**

15.1 City of York not covered elsewhere

15.1.1 *E-Scooter Community Event – Emailed 10/12* – Noted.

15.1.2 *Update: Local Government Reorganisation* – Noted.

15.2 Others

15.2.1 *Mass Testing – coronavirus Testing for Bishopthorpe – 4th to 8th January* – The Parish Council expressed dismay at the information transfer to the village for this event. No formal notification was sent to the Parish Council that a testing site was to open and therefore it could not be widely advertised to residents. Cllr. Grabowski offered to contact the organiser to ask for feedback results.

21/16 16 **Ward Committee**

Ward Committee update report from Ward Councillor Cllr. Galvin: No Ward update report from Ward Councillor Cllr. Galvin has been received for January.

21/17 17 **Any other business, which the Chairman considers urgent under the Local Government Act 1972**

- Cllr Nicholls suggested that when the current coronavirus pandemic recedes the village should consider hosting a promotion for all sports clubs along a ‘Freshers Week’ format. Lockdown has highlighted that many villagers would like to join in sporting activities but are unsure how to approach the various village clubs. Cllr Nicholls suggested that all the clubs should be invited to set up a table and promote themselves to gain new members. Cllr Mrs Thornton suggested that this activity could be included in the Street Fair that was cancelled in 2020 due to coronavirus restrictions. It is understood that this project is hibernating until it is safe to hold it and Cllr Mrs Thornton offered to contact the organiser to incorporate Cllr Nicholls’ idea.

21/18 18 **Date and time of next meeting – Tuesday, February 23rd 2021**

Meeting closed at 8.43 pm

